

| [NODIS Library](#) | [Program Formulation\(7000s\)](#) | [Search](#) |



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 7120.7**

Effective Date: November 03,

2008

Expiration Date: November

03, 2013

[Printable Format \(PDF\)](#)

[Request Notification of Change](#) (NASA Only)

## **Subject: NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements**

**Responsible Office: Office of the Chief Engineer**

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [ALL](#) |

## Appendix D. Program Commitment Agreement Template

### D.1 PCA Title Page

<p style="text-align: center;"><b>Program Commitment Agreement</b></p> <p>(Provide a title for the candidate program and designate a short title or proposed acronym in parenthesis, if appropriate.)</p> <p>It is the responsibility of each of the signing parties to notify the other in the event that a commitment cannot be met and to initiate the timely renegotiations of the terms of this agreement.</p>	
Mission Directorate or Mission Support Office Official	Date
Associate or Deputy Administrator	Date

Figure D-1 Program Commitment Agreement Title Page

### D.2 PCA Template

#### PROGRAM COMMITMENT AGREEMENT (PROGRAM TITLE)

##### 1.0 PROGRAM OBJECTIVES

Identify the broad program objectives. Describe the program's relationship to Mission Directorate or Mission Support Office requirements. Convey the public good of the program to the taxpayer, stated in a way that can be understood by the average citizen.

##### 2.0 PROGRAM OVERVIEW

Describe the strategy to achieve the above-mentioned objectives. Relationships with external organizations, other agencies, or international partners should be addressed if achievement of the program objectives is dependent on their performance. Identify the associated projects governed by the program.

##### 3.0 PROGRAM AUTHORITY

Describe the NASA organizational structure for managing the program and projects from the Mission Directorate or Mission Support Office to the NASA Centers, other internal organizations, and project managers. Include lines of authority and reporting, organizational responsibilities, the Governing Body (e.g., OMC) for the oversight of the program and its projects, and the approving official for new projects.

#### **4.0 TECHNICAL PERFORMANCE COMMITMENT**

Summarize the performance metrics with goal and minimum thresholds needed to achieve the program objectives. If the objectives include a technical performance target (goal) in addition to a threshold requirement, the commitment could be stated as a range.

#### **5.0 SCHEDULE COMMITMENT**

Identify the following key target milestones for each project in the program, such as:

1. Start of Formulation.
2. Target date or timeframe for the NAR.
3. Start of Implementation.
4. End of Implementation.
5. Other milestones or time periods, as appropriate for the specific program.

#### **6.0 COST COMMITMENT**

Provide the maximum estimated cost for the program. This will incorporate programmatic constraints and can be demonstrated by including a table of all projects in Formulation and Implementation for the current year and nine-year horizon. (The actual cost plan is developed during the annual PPBE process.) The cost commitment includes all full-cost data necessary to perform the program, including, but not limited to, standard project activities, facilities costs, deployment, sustaining operations maintenance, data analysis, and decommissioning. For more information on full cost and practices, see Volume 7 of the NASA Financial Management Requirements.

#### **7.0 ACQUISITION STRATEGY**

Provide a brief statement of the proposed acquisition strategy for major program elements.

#### **8.0 HIGH-RISK AREAS**

Identify the areas of highest risk for the program (covering safety, technical, institutional, cost, or schedule issues) in which failure may result in changes to the program baseline cost, schedule, or technical performance requirements. This section should identify, where possible, the specific risk drivers, such as high-risk technologies upon which the program is dependent.

#### **9.0 INTERNAL AGREEMENTS**

If the program is dependent on other NASA activities outside the Mission Directorate or Mission Support Office's control to meet program objectives, identify the required support and list any formal agreements required.

#### **10.0 EXTERNAL AGREEMENTS**

Explain the involvement of external organizations, other agencies, or international support necessary to meet the program objectives. Include a brief overview of the program relationships with such external organizations. Include an identification of the commitments being made by the external organizations, other agencies, or international partners and a listing of the specific agreements to be concluded. Any unique considerations affecting implementation of required NASA policies and processes necessitated by the external involvement should be clearly identified.

#### **11.0 INDEPENDENT ASSESSMENTS**

Specify the type of independent assessments that will be performed during the program life cycle.

#### **12.0 OUTCOMES**

Identify the discrete set of expected deliverables (outcomes) that flow from the Agency goals and objectives as defined in the Agency Strategic Plan.

#### **13.0 WAIVERS**

Identify waivers that will be sought for the program. Provide rationale consistent with program characteristics such as scope, complexity, visibility, cost, safety, and acceptable risk.

#### **14.0 PCA ACTIVITIES LOG**

Provide and maintain a log of all PCA activities, including revisions that reflect all deviations to the original PCA. This log includes the information shown in Figure D-2 and may be supplemented with an attached addendum for each change, describing the change. The PCA should be updated to add approved projects or whenever substantial change makes it necessary.

				Cancellation	Mission Directorate or Mission Support Office Official	Associate or Deputy Administrator
Date	Event	Change	Addendum	Review Req'd	Signature	Signature
dd/mm/yy	Revalidation	None	N/A	No		
dd/mm/yy	Revalidation	None	N/A	No		
dd/mm/yy	Approval of new project	Addition of Project N	Ref. #1	No		

Figure D-2 Sample Program Commitment Agreement Activities Log

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) |  
[AppendixG](#) | [ALL](#) |

| [NODIS Library](#) | [Program Formulation\(7000s\)](#) | [Search](#) |

**DISTRIBUTION:**  
**NODIS**

---

**This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---